



1651 Alhambra Boulevard  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments



Gray Davis,  
Governor

## JOB OPPORTUNITY

**CLASSIFICATION:** Associate Information Systems Analyst

**POSITION LOCATION:** Health and Human Services Data Center  
Child Welfare Services/Case Management System Project  
3775 North Freeway Blvd.  
Sacramento, CA 95834

**SALARY:** \$4,110 - \$4,997

FREE PARKING

### **Duties/Responsibilities:**

Under the general direction of a Data Processing Manager I of the Child Welfare Services Case Management System (CWS/CMS) Application Support Unit within the Systems Integration Division, the Associate Information Systems Analyst (AISA) must demonstrate competence as a consultant on child welfare services data processing and system design requirements, and on a regular basis must effectively communicate with county and state program staff regarding those requirements. The AISA must demonstrate understanding and knowledge of available resources for consideration in the evaluation of requests for system design modifications and enhancements. The AISA participates in, provides support to, or leads state and county Joint Application Requirements (JAR) and Joint Application Design (JAD) groups to identify program issues and their technical resolutions. Oversight consultant responsibilities include review of analyses developed by vendor staff of proposed changes to the CWS/CMS and contract deliverables as well as participation in vendor walk-through demonstrations of CWS/CMS design proposals or adherence to Federal, State, and county statutory, regulatory, functional and design requirements

### **Desirable Qualifications:**

- Knowledge of Child Welfare Services Program requirements and practice in the county business environment.
- Familiarity with the Child Welfare Services Case Management System application.
- Knowledge of Microsoft Office Professional Software Suite.
- Experience in making presentations to large groups.
- Ability to work effectively on a team.
- Familiarity with the requirements of a SACWIS.
- Knowledge of tracking software, such as Lotus Notes.



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### **Who May Apply:**

*Pending freeze exemption approval (current State/Internal HHSDC)*

- Employees of HHSDC at the Associate Information Systems Analyst level.
- Employees who have lateral transfer eligibility to the Associate Information Systems Analyst level.
- Training and Development Assignments will be considered.
- Persons who have list eligibility to the Associate Information Systems Analyst.
- SROA/Surplus candidates are encouraged to apply.

Inquiries regarding this position may be directed to Debra Mack at (916) 263-1114.

**Please reference RPA# 03-055 on your application.**

**Final Filing Date:** Until filled

### **Submit applications/resumes to:**

Health and Human Services Data Center  
Attention: Debra Mack  
Child Welfare Services/Case Management System Project  
3775 North Freeway Boulevard  
Sacramento, CA 95834

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.